

COMPENSATION BOARD DOCKET #05/05

NOVEMBER 17, 2004

304-05-05: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FAIRFAX COUNTY	SHERIFF	11-4-04 Officer requests \$64,495 of turnover be transferred to Base Office Expense.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

320-05-05: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>												
GOOCHLAND COUNTY	COMMONWEALTH'S ATTORNEY	10-20-04 Officer requests to purchase 2 printers @ \$710.90 Total Cost. Stressed Cost @ \$289.69. Officer states, due to office being in two geographic locations 2 printers are needed for VCIN and office use. Officer has Temporary Funds available to fund purchase. <table><tr><td><u>Qty.</u></td><td><u>Description</u></td><td><u>Price</u></td></tr><tr><td>2</td><td>Printers</td><td>355.45</td></tr><tr><td colspan="2"><u>Total Cost</u></td><td><u>710.90</u></td></tr><tr><td colspan="2"><u>Stressed Cost</u></td><td><u>289.69</u></td></tr></table>	<u>Qty.</u>	<u>Description</u>	<u>Price</u>	2	Printers	355.45	<u>Total Cost</u>		<u>710.90</u>	<u>Stressed Cost</u>		<u>289.69</u>	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
<u>Qty.</u>	<u>Description</u>	<u>Price</u>														
2	Printers	355.45														
<u>Total Cost</u>		<u>710.90</u>														
<u>Stressed Cost</u>		<u>289.69</u>														
DINWIDDIE COUNTY	COMMONWEALTH'S ATTORNEY	10-29-04 Officer requests an exception to the 60-day reimbursement policy.	\$975.00	The Compensation Board deferred action on this request pending a response from Mr. Fisher as to why the												

<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>
N. FISHER	04-07-04 / 07-21-04	Stephanie Zak	\$400.00
N. FISHER	07-23-04 / 07-27-04	William Chilton	\$87.50
N. FISHER	07-24-04 / 07-27-04	Stephanie Zak	\$425.00
N. FISHER	07-26-04 / 07-27-04	Mike Smith	\$62.50
<u>Total</u>			<u>\$975.00</u>

320-05-05: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	COMMONWEALTH'S ATTORNEY	The following offices request to transfer Restored Funds in Office Expense Funds to the categories listed.	-0-	Approved as an exception to policy as request was due July 14, 2004.

FIPS	LOCALITY	Request Date	FROM	TO POSITION	AMOUNT	PRO- RATED
550	Chesapeake	11/2/04	Office Expense	00001	504	336
550	Chesapeake	11/2/04	Office Expense	00002	504	336
550	Chesapeake	11/2/04	Office Expense	00003	504	336
550	Chesapeake	11/2/04	Office Expense	00004	504	336
550	Chesapeake	11/2/04	Office Expense	00006	504	336
550	Chesapeake	11/2/04	Office Expense	00007	504	336
550	Chesapeake	11/2/04	Office Expense	00008	504	336
550	Chesapeake	11/2/04	Office Expense	00009	504	336
550	Chesapeake	11/2/04	Office Expense	00010	504	336
550	Chesapeake	11/2/04	Office Expense	00011	504	336
550	Chesapeake	11/2/04	Office Expense	00012	504	336
550	Chesapeake	11/2/04	Office Expense	00013	504	336
550	Chesapeake	11/2/04	Office Expense	00014	504	336
550	Chesapeake	11/2/04	Office Expense	00015	504	336
550	Chesapeake	11/2/04	Office Expense	00016	504	336
550	Chesapeake	11/2/04	Office Expense	00017	504	336
550	Chesapeake	11/2/04	Office Expense	00018	504	336
550	Chesapeake	11/2/04	Office Expense	00019	504	336
550	Chesapeake	11/2/04	Office Expense	00020	504	336
550	Chesapeake	11/2/04	Office Expense	00021	504	336
550	Chesapeake	11/2/04	Office Expense	00022	504	336
	TOTAL				10,577	7,051

320-05-05: COMMONWEALTH’S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CONTINUED .				
LISTED BELOW	COMMONWEALTH'S ATTORNEY	The following offices request to transfer Restored Funds in Office Expense Funds to the categories listed.	-0-	Approved as an exception to policy as request was due July 14, 2004.

FIPS	LOCALITY	Request Date	FROM	TO POSITION	AMOUNT	PRO-RATED
153	Prince William	10/20/04	Office Expense	00021	2,931	1,954
	TOTAL				2,931	1,954

734-05-05: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONERS OF THE REVENUE ASSOCIATION OF VIRGINIA (CRAV)	<p>11-5-04 CRAV requests to change the definition in the Commissioners CDP for "Participating and Enrolled" to the same standard in place for the Treasurers' CDP:</p> <p>"Participating and Enrolled," for the purposes of this study shall mean: the minimum number of employees, as required to participate according to population size, shall have individually achieved at least four (4) points in Continuing Education OR a passing grade on a Weldon Cooper Center-approved course from the period of November 1 through October 31 of each year."</p>	N/A	Approved as requested.
N/A	COMMISSIONERS OF THE REVENUE	<p>Per the provisions of Paragraph C, Item 70, Chapter 4, 2004 Act of Assembly, 29 Commissioners of the Revenue certified by November 1, 2004 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program and corresponding salary increases are requested per the attached list.</p> <p>(The CRAV audit committee has audited all submissions and concurs with the requests.)</p>	\$92,973	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

732-05-05: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>										
LYNCHBURG CITY	TREASURER	11-1-04 Officer requests to purchase the following from Office Expenses	\$0	Based upon the information you provided and the criteria considered by the Compensation Board in reviewing exception requests, this request was not approved. It is not Compensation Board policy to approve requests for furniture or to transfer funds to a non-existing reimbursable category. (Training)										
		<table><tr><td>1 Television</td><td>\$250</td></tr><tr><td>2 Fans</td><td>\$75</td></tr><tr><td>1 Dehumidifier</td><td>\$200</td></tr><tr><td>1 Lamp & Stool</td><td>\$100</td></tr><tr><td>Total</td><td>\$625</td></tr></table>	1 Television		\$250	2 Fans	\$75	1 Dehumidifier	\$200	1 Lamp & Stool	\$100	Total	\$625	
1 Television	\$250													
2 Fans	\$75													
1 Dehumidifier	\$200													
1 Lamp & Stool	\$100													
Total	\$625													
		Additionally, the officer requests to transfer \$750 from temporary salaries to training.	\$0											

321-05-05: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GREENSVILLE COUNTY	CIRCUIT CLERK	COURT	10-21-04 Officer requests to transfer the balance of Annual Vacant Funds @ \$5,114.00 to Temporary Funds, effective Nov. 1, 2004.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
PRINCE EDWARD COUNTY	CIRCUIT CLERK	COURT	10-28-04 Acting Officer requests to change the amount of additional Temporary Funding, approved in the October Docket, from \$19,057.94 to \$14,270.38. This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #3 DCIII is not vacant during the period in which I am the Acting Clerk, consequently funds cannot be transferred from this position.	N/A	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #05/04	N/A	Due to Chairman's absence, minutes will be approved next month.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents the Training Status Report.	N/A	Noted.
3.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
4.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
5.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Compensation Board meetings: Wednesday, January 26, 2005 and Wednesday, February 16, 2005.	N/A	Approved.
6.	NEW CIRCUIT COURT JUDGESHIP	COMPENSATION BOARD	Staff presents staffing study per 17.1-507 regarding court security and court clerk needs in accordance with the Judicial Council recommendation to establish a new circuit court judgeship.	\$77,675	Approved.
7.	EVA	COMPENSATION BOARD	Staff presents letter from Governor Warner regarding our 100% eVA procurement rate in the first quarter of FY05.	N/A	Noted.
8.	INVITE ASSOCIATION PRESIDENTS TO JANUARY 2005 LEGISLATIVE MEETING	COMPENSATION BOARD	Staff presents memo for approval inviting Association Presidents to special legislative meeting with the Board on January 11, 2005 at 2:00 p.m.	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
9.	FY04 CUSTOMER SERVICE SURVEY REPORT	COMPENSATION BOARD	Staff presents FY04 Customer Service Survey Report. Our overall goal for customer satisfaction was 89%; survey results show a 90% satisfaction rate.	N/A	Approved.
10.	FY04 FINES AND FEES REPORT	COMPENSATION BOARD	As no substantive comments to the exposure draft of the FY04 Fines and Fees Report were received by November 9, staff recommends approval of the draft submitted on October 20, 2004.	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

11.

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
EMERGENCY MEDICAL REQUESTS	SHERIFFS/JAILS	Staff presents emergency medical requests for reimbursement.	\$17,190.08 (recommended for approval \$10,955.58)	Compensation Board approved staff recommendations.

Facility Name	Inmate Name	Date(s) of medical services	State Responsible	Bonus Start Date (date became state responsible)	Amount Requested	Amount Recommended for Approval	CB Staff Recommended Action Approve/Do not approve
Riverside Regional Jail	Franklin Jaffeux	12/18/03-01/20/04	Yes	09/17/03	2,829.67	2,829.67	Approve. (This was originally on the May 2004 docket but was miscoded in LIDS; error has been corrected. Staff now recommends approval.)
Prince William-Manassas Regional	Rigel T. Russell, Jr.	07/03/04-07/08/04	Yes	06/16/04	6,725.91	6,725.91	Approve.
Chesterfield Co Sheriff's Office	Brett Bowman	02/26/04-05/04/04	Yes	05/03/04	1,316.00	560.00	Approve only expenses incurred once becoming state responsible.
Chesterfield Co Sheriff's Office	Norman Clarke	02/26/04	Yes	05/10/04	1,227.50	0	Do not approve; expenses incurred prior to becoming state responsible.
Chesterfield Co Sheriff's Office	William Kelley	04/02/04	Yes	04/14/04	1,482.47	0	Do not approve; expenses incurred prior to becoming state responsible.
Chesterfield Co Sheriff's Office	Christopher Walton	05/08/03	Yes	07/24/02	83.40	83.40	Approve.
Chesterfield Co Sheriff's Office	Tony McManama	04/13/04	Yes	06/08/04	626.00	0	Do not approve; expenses incurred prior to becoming state responsible.
Chesterfield Co Sheriff's Office	Charles Morris	06/11/04	Yes	08/25/04	926.00	0	Do not approve; expenses incurred prior to becoming state responsible.
Chesterfield Co Sheriff's Office	Darnell Frison	01/27/04	Yes	07/24/02	756.60	756.60	Approve.
Chesterfield Co Sheriff's Office	Neva Scott	03/20/04-03/21/04	Yes	05/25/04	1,216.53	0	Do not approve; expenses incurred prior to becoming state responsible.
TOTALS					17,190.08	10,955.58	

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #05/05
NOVEMBER 17, 2004**

No Closed Meeting.

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific ricers, appointees or employees.
- ☐ Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning

2) **Chairman Frank Drew: I move to return to open session. (_____ seconded the motion).**

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion. The members must certify that they discussed: **only public business exempt from the Act,**

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

AND

only public business matters identified in the motion to convene the closed meeting.

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

**H A N D C A R R Y
COMPENSATION BOARD DOCKET #05/05
NOVEMBER 17, 2004**

304-05-05: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COLONIAL HEIGHTS CITY	SHERIFF	11-15-04 Officer requests \$3,700 additional temporary funding so as to hire a replacement for a deputy that will be out for 6 weeks due to knee surgery.	\$3,700	Approved as an exception to policy, based upon the specific conditions stated by the officer for FY05; not in the base budget.

**320-05-05: COMMONWEALTH'S ATTORNEYS
NONE.**

**732-05-05: TREASURERS
NONE.**

**734-05-05: COMMISSIONERS OF THE REVENUE
NONE.**

**321-05-05: CIRCUIT COURT CLERKS
NONE.**

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT CLERKS	COURT Collections: FY05 year to date collections total \$4,195,182.64, a 28.11% increase the same period in FY04. Projections: Based on current collections, FY05 TTF collections would be approximately \$12.6 million, an increase or 47.85% over FY04 collections. (NOTE: The TTF fee was increased from \$3 to \$5 effective July 1, 2004. If recordings remained at FY04 levels then FY05 collections would be approximately 66.7% more than FY04 or approximately \$14.2 million. However, year-to-date recordings appear to be less than FY04.) Expenditures: FY05 year-to-date TTF expenditures total \$1,025,840.40, which is 19.28% of budgeted TTF funds.	N/A	Noted.

FOR YOUR INFORMATION
NONE.

Approved Commissioners of the Revenue Career Development Pay Increases Effective December 1, 2004

FIPS	Locality Name	Eligible Commissioners for CDP d	Receive	Current Salary	12/1 Increase	% of Increase	CDP Salaries
15	Augusta	Jean Shrewsbury	X	\$68,814	\$70,878	0.093	\$77,470
19	Bedford Co	Faye Eubank	X	\$68,814	\$70,878	0.093	\$77,470
33	Caroline Co	Sharon Carter		\$61,934	\$63,792	0.093	\$69,725
43	Clark Co	Warren Arthur	X	\$55,741	\$57,413	0.093	\$62,752
47	Culpepper	Terry Yowell		\$61,934	\$63,792	0.093	\$69,725
49	Cumberland	Anita French	X	\$50,165	\$51,670	0.093	\$56,475
67	Franklin Co	Judy Crook	X	\$68,814	\$70,878	0.093	\$77,470
69	Frederick Co	Ellen Murphy	X	\$62,995	\$64,885	0.093	\$70,919
81	Greensville	Martha Swenson	X	\$55,741	\$57,413	0.093	\$62,752
85	Hanover Co	Scott Harris	X	\$76,461	\$78,755	0.093	\$86,079
95	James City Co	Richard Bradshaw	X	\$68,814	\$70,878	0.070	\$75,839
103	Lancaster Co	George "Sonny" Thomas	X	\$55,741	\$57,413	0.093	\$62,752
119	Middlesex	Mary Lou Ebinger	X	\$55,741	\$57,413	0.093	\$62,752
133	Northumberland	Todd Thomas	X	\$55,741	\$57,413	0.093	\$62,752
135	Nottoway	Irving Arnold	X	\$55,741	\$57,413	0.093	\$62,752
139	Page	Charlie Campbell	X	\$61,934	\$63,792	0.093	\$69,725
167	Russell	Randy Williams	X	\$61,934	\$63,792	0.093	\$69,725
179	Stafford	Scott Mayausky	X	\$84,955	\$87,504	0.093	\$95,642
187	Warren	John Smedley	X	\$61,934	\$63,792	0.093	\$69,725
199	York	Ann Thomas	X	\$68,814	\$70,878	0.093	\$77,470
515	Bedford City	Brenda Daniel	X	\$50,165	\$51,670	0.093	\$56,475
595	Emporia City	Joyce Prince	X	\$50,165	\$51,670	0.093	\$56,475
600	Fairfax City	Page Johnson	X	\$61,934	\$63,792	0.070	\$68,257
620	Franklin City	Brenda Rickman	X	\$50,165	\$51,670	0.093	\$56,475
630	Fredericksburg City	Lois Jacob		\$61,934	\$63,792	0.093	\$69,725
660	Harrisonburg City	June Hosaflook		\$68,814	\$70,878	0.093	\$77,470

678	Lexington City	Karen Roundy	X	\$50,165	\$51,670	0.093	\$56,475
690	Martinsville City	Ruth Krauss		\$55,741	\$57,413	0.093	\$62,752
710	Norfolk City	Sharon McDonald	X	\$89,428	\$92,111	0.070	\$98,559
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